



DEPARTMENT OF HEALTH AND HUMAN SERVICES

PUBLIC HEALTH SERVICE

INDIAN HEALTH SERVICE
CLINICAL SUPPORT CENTER
40 NORTH CENTRAL AVENUE, SUITE 780
PHOENIX, ARIZONA 85004
(602) 364-7777

March 7, 2000

Steve Smith, MD
4350 Westview Road
Albuquerque, NM

Dear Dr. Smith:

Thank you for agreeing to speak at the "Albuquerque Area Annual Diabetes Conference." This two-day conference provides relevant, high quality continuing education to providers throughout the Albuquerque Area of the Indian Health Service.

The meeting will be held at the Downtown Hotel and Convention Center May 23-24, 2000. Those attending will be primary care providers from IHS service units in the Albuquerque Area. This will include about 30 physicians, and 20 physician assistants and nurse practitioners, the majority of whom have many years experience in IHS and have large numbers of diabetic patients in their caseloads. Although some work at the Albuquerque IHS hospital, most work in outlying service units; resources and staffing vary accordingly. The complete agenda for the conference is enclosed to let you know the other topics that will be covered during the meeting.

For the most part, the conference participants will be meeting in small workshops, but we will be starting both days with plenary sessions. Your plenary presentation on "Staged Diabetes Management" is scheduled for 9 to 10am on Monday, May 23rd. If you could set aside the last ten minutes of your hour for questions and answers, this will give the audience the opportunity to bring up issues of particular importance to them. As we discussed on the phone, the objectives for your session are as follows:

Upon completion of the activity, participants will be able to:

1. Employ clinical practices that reflect the principles of Staged Diabetes Management.
2. Follow the treatment protocols for preserving renal function in the diabetic patient.
3. Apply Staged Hypertension Management for diabetic patients with high blood pressure.

These objectives were developed by the conference planning committee and are derived from the current emphasis plan of the IHS diabetes program and new medical knowledge. If you have any questions concerning these objectives, need clarification regarding the expectations of the committee, or would like to suggest refinements in the objectives, please let me know. One way we measure the success of the course is to find out from those attending if the objectives were met for each of the talks; that is why we are so careful to share them with you and the participants ahead of time. The results of evaluations will be used to plan future CE activities and will be shared with the faculty.

Could you please complete the "Disclosure Form" I have enclosed? It is important to let the audience know if there are any relationships with commercial entities that might be perceived as a conflict of interest. As we agreed upon, your expenses will be reimbursed by the Area Diabetes Program and there is no commercial support for your presentation. On the other side of the "Disclosure Form" you can give us some information to use when we introduce you; you can either complete this or send us a brief resume. The form also allows you to list the audiovisual equipment you will need for your presentation. If you will submit your handouts to us by May 1st, we will be pleased to reproduce them for you and include them in the distributed course materials.

The address of the convention center is 2444 West Market Street (998-2343). Please contact Ms. Begay at 444-8695 for any assistance with your plans. We are looking forward to your presentation. If you have any questions or needs, please contact me directly at (509) 322-2345.

Sincerely,

John F. Saari, M.D.
Medical Educator